

South Dakota State Library

Temporary Interlibrary Loan Postage Subsidy

In the wake of the transition in the South Dakota State Library's role in the Interlibrary Loan process, the State Library Board appreciates the willingness of libraries across SD to share their materials with other SD libraries. In order to mitigate the budgetary impact of this shift in roles and to encourage the use of the U.S. Postal Service for moving these materials around the state, the Board has established a temporary postage subsidy. While not intended to be a 100% reimbursement, this temporary subsidy will cover a significant share of the postage costs for lending libraries. All SD libraries who lend materials to other SD libraries are eligible to participate in this program. A total of \$40,000 has been set aside to fund this program.

General Information

- The South Dakota State Library will provide a temporary subsidy to libraries that loan materials to other South Dakota libraries. Lending libraries will be reimbursed at a maximum of \$2.00 per item loaned (the final reimbursement rate will be based upon total of claims submitted).
- The subsidy will be provided for items sent directly to borrowing libraries in South Dakota through the U.S. Postal Service. Items sent via the courier are not included as part of this subsidy program.
- The subsidy covers only items being loaned, not borrowed items being returned.
- The first subsidy will be paid in September for materials mailed during April, May, and June.
- Subsequent subsidies will be paid on a 6-month basis.
- Libraries wishing to participate in the program must complete a Grant Agreement form and a W-9 form (both to be available soon) prior to submitting any claims for reimbursement.
- Libraries must retain appropriate records (to verify items sent) for audit purposes.
- These procedures may be modified as deemed necessary by the State Library.
- This subsidy program will be temporary, and is intended to help libraries cope with the transition in the State Library's role in ILL.

Timeline

- May, June, 2008: Libraries complete Grant Agreement form and W-9 form (both to be available soon) and send them to the State Library.
- July 15, 2008: Libraries send their Subsidy Claim and Certification forms to the State Library to receive April – June, 2008 subsidy
- September, 2008: Libraries receive their subsidies
- January 15, 2009: Libraries send their Subsidy Claim and Certification forms to the State Library to receive July – December, 2008 subsidy
- March, 2009: Libraries receive their subsidies
- July 15, 2009: Libraries send their Subsidy Claim and Certification forms to the State Library to receive January – June, 2009 subsidy
- September, 2009: Libraries receive their subsidies

Claiming Your Postage Subsidy

- Complete a Grant Agreement form and a W-9 form (both to be available soon) and return these to the address below as soon as possible to indicate your interest in participating in the program.
- Retain records (i.e.: copies of ILL requests) that verify the number of interlibrary loans mailed directly to borrowing South Dakota libraries. You will need these records if you are audited. (Audits will be conducted on a random basis.)
- Fill out the Temporary Interlibrary Loan Postage Subsidy Claim form and submit it by the deadlines indicated above.
- Complete the Interlibrary Loan Certification form and return it with the Temporary Interlibrary Loan Postage Subsidy Claim form.

Submit Documentation To:

Postage Subsidy Program
South Dakota State Library
800 Governors Drive
Pierre, SD 57501